

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
DECEMBER 15, 2014
TOWN HALL
7:00 PM**

Board Members Present: David A. Smith, Jr., Chairman
Nadine A. Hawver, Clerk
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to Town Administrator

Members of the public

Chairman Smith called the meeting to order at 7:00 PM

APPROVAL OF MINUTES:

Selectman Hawver moved to approve the meeting minutes from the November 7, 2014, seconded by Selectman Wood. The motion carried unanimously. Selectman Hawver moved to approve the meeting minutes from November 17, seconded by Chairman Smith. The motion carried 2-0. Selectman Wood abstained because she was not at that meeting.

AWARD GRAVEL BIDS:

Administrator LaBombard read the following list of gravel bids:

½ inch crushed stone:

J Donovan & Son, Inc. ó Delivered: \$16.50

Century Aggregates ó Picked up: \$10.00 Delivered: \$14.00

¾ inch crushed stone:

J Donovan & Son, Inc. ó Delivered: \$17.50

Joe Wilkinson Excavating, Inc. ó Picked up: 9.50 Delivered: \$13.50

Century Aggregates ó Picked up: \$9.50 Delivered: \$13.50

1-1/2 inch crushed stone:

Joe Wilkinson Excavating, Inc. ó Picked up: \$9.00 Delivered: \$13.00

Century Aggregates ó Picked up: \$9.00 Delivered: \$13.00

1-1/2 inch washed stone:

J Donovan & Son, Inc. ó Delivered: \$16.00

Joe Wilkinson Excavating, Inc. ó Picked up: \$9.00 Delivered: \$13.00

Century Aggregates ó Picked up: \$11.00 Delivered: \$15.00

3 inch minus crushed stone:

Joe Wilkinson Excavating, Inc. ó Picked up: \$9.00 Delivered: \$13.00

Century Aggregates ó Picked up: \$9.00 Delivered: \$13.00

3 inch crushed processed gravel:

Joe Wilkinson Excavating, Inc. ó Picked up: \$9.00 Delivered: \$12.99

Century Aggregates ó Picked up: \$7.00 Delivered: \$11.00

¾ inch crushed processed gravel:
Joe Wilkinson Excavating, Inc. ó Picked up: \$ 7.00 Delivered: \$10.95
Century Aggregates ó Picked up: \$7.00 Delivered: \$11.00

1 ½ inch crushed processed gravel:
Joe Wilkinson Excavating, Inc. ó Picked up: \$ 7.00 Delivered: \$10.95
Century Aggregates ó Picked up: \$7.00 Delivered: \$11.00

Bank run gravel:
Joe Wilkinson Excavating, Inc. ó Picked up: \$ 6.49 Delivered: \$10.49
Century Aggregates ó Picked up: \$6.50 Delivered: \$10.50

Washed sand:
J Donovan & Son, Inc. ó Delivered: \$9.85
Segalla Sand & Gravel, Inc. - Picked up: \$12.76 Delivered: \$ 16.74
Joe Wilkinson Excavating, Inc. ó Picked up: \$ 8.50 Delivered: \$9.74
Century Aggregates ó Picked up: \$13.00 Delivered: \$17.00

Fill:
Joe Wilkinson Excavating, Inc. ó Picked up: \$6.50 Delivered: \$8.50
Century Aggregates ó Picked up: \$2.00 Delivered: \$6.00

Top Soil:
Joe Wilkinson Excavating, Inc. ó Picked up: \$20.00 Delivered: \$25.00
Century Aggregates ó Picked up: \$17.00 Delivered: \$21.00

Administrator LaBombard recommended awarding all bids to Joe Wilkinson with the exception of 3 inch crushed processed gravel and top soil which she recommend awarding to Century Aggregates. Selectman Hawver moved to award all bids to Joe Wilkinson Excavating with the exception of 3 inch crushed processed gravel and top soil to be awarded to Century Aggregates, seconded by Selectman Wood. The motion carried unanimously.

APPOINTMENT – CITIZENS ADVISORY COMMITTEE FOR CDBG, HOUSING COMMISSION:

Selectman Wood moved to appoint Nadine Hawver as the Board of Selectmen representative to the Citizens Advisory Committee for CDBG, seconded by Chairman Smith. The motion carried 2-0. Selectman Hawver abstained.

Selectman Hawver stated that she is happy to see someone new expressing an interest in serving the Town.

Selectman Hawver moved to appoint Russell Hyde to the Citizens Advisory Committee for CDBG, seconded by Selectman Wood. The motion carried unanimously.

Selectman Wood moved to appoint Christine Ludwizewski to the Housing Commission for a term to expire on June 30, 2016, seconded by Selectman Hawver. The motion carried unanimously. Administrator LaBombard stated that an Alternate member is still needed for the Housing Commission.

MRF CONTRACT EXTENSION:

Administrator LaBombard explained that the Town's current agreement to haul recyclables to the Springfield Materials Recycling Facility will expire on June 30, 2015. She stated that the Town is being offered a contract extension with a new expiration date

of June 30, 2020. Administrator LaBombard stated that she would recommend extending the contract. Selectman Wood moved to extend the MRF contract for five years and have the Board sign and return by December 31, 2014, seconded by Selectman Hawver. The motion carried unanimously.

REQUESTES FOR LETTERS OF INTEREST FOR SENIOR CENTER BUILDING COMMITTEE:

Chairman Smith stated that there are two vacancies on the Senior Center Building Committee and the Board is calling for letters of interest.

HOLIDAY SCHEDULE:

Chairman Smith stated that the Town Hall will be closed on December 24th, December 25th and December 26th for the Christmas holiday. Administrator LaBombard stated that Town employees will be able to bank extra hours worked to have December 26th off or they will use a vacation day.

CDBG GRANT FOR 2016:

Selectman Wood asked the Board if they would be interested in applying for Community Development Block Grant (CDBG) for next year and retaining Berkshire Regional Planning Commission (BRPC) to be grant writer and administrator. She stated that if the Board is interested, BRPC will talk to another town to partner with Sheffield for the CDBG housing rehabilitation grant application. She stated that there is also a possibility to submit a separate grant application for construction funds for the Town Hall accessibility project. Chairman Smith and Selectman Hawver both stated that they were in favor of moving forward with both grant applications. Selectman Wood moved to move forward with the Community Development Block Grant application with the first preference being; to partner with another municipality for the housing rehabilitation and the second preference would be to do the application alone, and in either case retain BRPC to be the grant writer and administrator, seconded by Selectman Hawver. The motion carried unanimously.

BOARD OF HEALTH LICENSE FEES:

Administrator LaBombard stated that the Board of Health submitted fees that are the same as last year, with no increase and would recommend approval of the fees. Selectman Wood moved to approve the Board of Health fees for 2015 as presented, seconded by Selectman Hawver. The motion carried unanimously.

BRTA PILOT SURVEY RESULTS:

Selectman Wood gave an update on the results of the BRTA pilot bus route survey. She stated that the Board needs to know if residents have any interest in the bus route and encourage residents to take the survey that is on the Town's website. She thanked BRTA for their work on this pilot bus route but stated that the Board had asked for more day time runs to accommodate the senior population.

SELECTMEN'S ITEMS:

Selectman Wood wished everyone happy holidays and best wishes for 2015 and thanked everyone for their support.

Selectman Hawver thanked the kids at Southern Berkshire Regional School District for hosting a senior lunch. She stated that the kids did a great job.

Chairman Smith congratulated Administrator LaBombard for completing her degree.

Chairman Smith read the following statement:

The Board would like to clarify a few misconceptions regarding the position of Senior Center Director. After almost a year of discussions and meetings the two members of the Board who were able to participate in this matter, after recommendations from the COA, voted to hire a full-time senior center director. Selectman Hawver has not participated as there is a potential conflict of interest, due to her position as Assistant to the Senior Center Director.

The full time position was offered to the then current director, after waiting over a month, he declined the offer. The Board offered a salary that was in line with other Massachusetts towns, though below what had been in the COA budget due to a lack of education specific to the position, but also offered an option for increasing the salary offer, to bring it within \$1,000 of that budgeted. The offer made included all the benefits provided full time employees, including the Town paying 75% of health insurance, vacation time for which the Selectman gave credit for his time in his part-time position and other benefits. The State's mandatory retirement contribution from all employees is not within the control of the Town.

The offer was declined and in doing so, it was stated in writing that he could not accept the position even if it had been offered at the full budgeted amount.

The Board, after recommendations from the COA, voted to abolish the part-time director position and seek a full time Executive Director of the COA. The day after this vote was taken Administrator LaBombard, as the Town's Personnel Manager, met with the current director to inform him of the vote, placed him on a fully paid two week administrative leave as authorized by the Board and received his keys to the Senior Center. Selectman Wood was there only as a witness.

The Assistant to the Senior Center Director has been named Interim Director until a replacement is found. Members of the COA and the Friends of the Senior Center have been volunteering their time to help keep the Senior Center running smoothly during this transition.

Advertisements have been placed and several applications have been received for the position. It is our hope that this position will be filled by mid-January.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard stated that William Wilkinson has submitted a letter stating that he is no longer able to serve as the Alternate Inspector for the Board of Health. Selectman Wood moved to accept William Wilkinson's resignation as Alternate Inspector for the Board of Health and send him a letter thanking him for his service, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Hawver moved to adjourn the meeting, seconded by Selectman Wood. The motion carried unanimously.

Chairman Smith adjourned the meeting at 7:35 PM.

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents reviewed at this meeting:
Gravel Bids

Letter of Interest: Housing Commission, Citizensø Advisory Committee for CDBG

MRF Contract Extension Letter

2015 Board of Health License Fees

Statement Regarding Senior Center Director

Alternate Inspector ó Board of Health - Resignation